

Grant Management 101

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Employment and Training Administration
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Phases of Grant Management

- Applying for a Grant/Pre-Award
- Post-Award/Implementation Phase
- Phase Down
- Closeout

Pre-Award – Too Late!

- Affects the grantee's ability to manage a grant after it is received
- Commitments/Personnel Issues
- Matching/Leverage requirements

Post Award - Implementation

- Who wrote it? What do you need?
- Are there any changes necessary?
- Are required systems in place?
- Are the necessary personnel in place for implementation?

Have you read your Grant?

- You certify and assure that you will fully comply with everything contained within the agreement.
- You are responsible for all sub-award relationships also.

Grant Officer's Role

- Works in conjunction with your Federal Project Officer (FPO)
- FPO is main point of contact
- FPO makes recommendations; cannot make changes (says so in one of your clauses)

Parts of your Grant Award

- Grant Transmittal Letter
 - PMS
 - Electronic Reporting
- FPO

Grant Award/Signatory Page

- Notice of Award/Obligation
 - Period of Performance
 - Amount of Award
 - PMS guidelines – as needed basis
 - References to federal requirements under the agreement

What are the Referenced Requirements?

- Uniform Administrative Requirements
- Cost Principles
- Other Requirements: Single Audit Act, Lobbying Certification, Non-discrimination/EEO, Debarment and Suspension; Drug Free Workplace; Workforce Investment Act, Wagner-Peyser Act, and
- The Grant Award Documents – Parts I – IV, and attachments

Grant Award Document – Parts I – IV and Attachments

- SF 424 – Application for Federal Assistance
- Part I – Statement of Work
- Part II – Budget (SF 424a)
- Part III – Assurances and Certifications (SF 424b)
- Part IV – Special Clauses and Conditions

Grant Award Document – Con't. – “and attachments”

- Certification Lobbying; Drug Free Workplace, and Debarment and suspension
- 3 additional provisions usually: additional reporting requirements, provisions and distribution of grant funded products, and acknowledgement of funding source language
- Administrative cost limit clause and definition
- Salary cap limitations

What Other Factors Exist?

- Examine the Solicitation for Grant Application (SGA)
- Eligibility/target group
- How to document eligibility
- How to recruit and select participants

Who's on First – and Where Are We Now?

- Managerial –
 - Decide early who will be responsible for project management and administration
 - Decide how grant activities will be handled
 - Close coordination and communication is key

Implementation Phase – Project Management

- Organizational

- - Evaluate to determine whether required administrative systems necessary for accountability and program implementation are available

Implementation Phase – Project Management

- Clearly define grant objectives and deliverables
- Allocate resources, i.e., time, personnel, and budget
- Define lines of communication to meet requirements
- Direct and assign tasks and activities;

Implementation Phase -

- **Monitoring** – Data on program and administrative aspects of the grant must be collected – decide how to do this and how often – how will this feed into your reporting requirements, i.e., track and report progress
- Includes timesheets, participant data, reporting frequency, and analysis of progress in implementation or product delivery

Implementation Phase -

- **Evaluation** – Data collected through monitoring and assessment of progress implementing grant activities should be analyzed
- Analysis evaluates progress and provides feedback for policy and program planning and continues through project completion, and keeps project staff and partners informed

Implementation Phase – Project Management

- Continuous tracking, assessment, and evaluation of progress through monitoring and evaluation equals project management, and
- Project management organizes and manages resources to deliver grant activities and/or products within the specified scope, time, and cost constraints.

Phase Down – Plans for ending the Project

- Status of participants?
- How much time is needed?
- Sustainability plan?
- Final Reports?
- Any other special considerations?

Closeout -

- Electronic guide to closeout
- Obtain and reconcile all information and data necessary for closeout
- Resolve any audit findings
- A workshop to be provided during this meeting

Grant Management Resources – Who/What are my sources?

- Your Statement of Work, Circulars and Clauses
- Your Federal Project Officer (FPO)
- The grantee agency
- Other grantees/networking
- National associations and grant management advisory resources